

Hazeldown School Governing Body

Full Governing Body Committee Meeting – Part 1 Minutes					
Date/Time	11 September 2024				
Location	Hazeldown Primary School				
Chaired by	Dave Dawson				
Attendees		Role	Attendees	Init	Role
Dave Dawson	DD	LA, Chair	Paul Hamilton	PH	Parent
Stuart Ludford	SL	Headteacher	Cloudi Lewis	CL	Parent
Ruth Doughty	RD	Co-opted			
Kelly Harnett	KHtt	Co-opted			
Samantha Atkinson	SA	Co-opted			
Jasmine Garswood	JG	Staff			

Apologies	Initials	Role	Absent without apology	Initials	Role
Ruth Walters	RW	Co-opted			
Matt Hallett	MH	Parent			
Tony Leney	TL	Parent			

In Attendance	Initials	Role
Tim Syngé	TS	Clerk
Kit Hardee	KHee	Associate Member

Minutes to
Attendees
School website

	Agenda	Led by
1	Apologies	Clerk
2	Elect Chair and Vice Chair	Clerk
3	Register of Business Interests	Clerk
4	Agree minutes of last meeting: 17 July 2024	Clerk
5	Matters arising from previous meeting: 17 July 2024	Clerk
6	Review terms of office	Clerk
7	Start of Term Welcome from the Chair	Chair
8	Confirmation of meetings schedule 2024/25	Chair
9	Curriculum Visits 2024/25	All
10	Portfolio Reports for 2024/25	All
11	Policy Review Schedule for 2024/25	AI
12	Terms of Reference	Chair
13	Governor Training	Clerk
14	Impact from this meeting	Chair
15	Next meeting	Clerk
16	AOB	Clerk

Item	Details of discussion
1	<p>Apologies</p> <p>There were apologies from RW, MH and TL.</p> <p>DD reported that TL had indicated that he would need to take some time away from the business of FGB for health reasons and Governors agreed that he should take a three-month sabbatical pending review later in the Term. DD would oversee the Community & Parent Links portfolio for the time being.</p>
2	<p>Elect Chair and Vice Chair</p> <p>DD had indicated previously that he was willing to continue in the role of Chair for another year. There were no other candidates.</p> <p>Decision: DD was appointed as Chair of FGB for 2024/25.</p> <p>RW had indicated previously that she was willing to continue in the role of Vice Chair for another year. There were no other candidates.</p> <p>Decision: RW was appointed as Vice Chair of FGB for 2024/25.</p> <p>DD chaired this meeting.</p>
2	<p>Register of Business Interests</p> <p>The Clerk distributed forms for the Register of Business Interests for Governors to complete for 2024/25 and Governors completed these. The Clerk will follow up returns from Governors who were unable to attend the meeting.</p> <p>No Governor had any interests to declare in the business of the meeting.</p>

4	Agree minutes of last meeting: 17 July 2024		
	The minutes of the previous FGB meeting held on 17 July 2024 were agreed as a fair record of the meeting and were signed by the Chairman.		
5	Matters arising from previous minutes: 17 July 2024		
	FGB 23/09	SL to draft suggested monitoring activity for the Equality Objectives for RD and DD to review. (In progress; carry forward to Autumn Term)	It was agreed during the meeting that this will be picked up on Governor Visits this term.
	FGB 23/11	DD and SL to look at a Governor contribution on attendance for a Summer Term newsletter. (In progress; carry forward to Autumn Term)	This is now scheduled for inclusion in a newsletter before the October half term.
	FGB 23/15	RD to lead a review of the formats for portfolio reports and for records of Governor visits.	RD has drafted a Governor Visits Policy and two forms: one for Governor Visits and one for Learning Walks. These had been distributed by email prior to the meeting. Governors thanked RD for her work on these, noting that the included prompts were very helpful, and agreed to trial them; RD would make an amendment to add a prompt for Governors regarding their observation of processes relating to safeguarding. Khee described the introduction and rotation of "one-minute" safeguarding guides around school and suggested that these could also be added to the prompts.
	FGB 23/16	SL to clarify the review arrangements for the Home School Agreement.	SL confirmed that the Home School Agreement was reviewed annually.
	FGB 23/17	Clerk to check the requirements for GDPR training for Governors.	Action: Clerk to liaise with School Business Manager over making SchoolPro Data Protection module available to all Governors.
	FGB 23/18	Governors to determine a suitable approach to repeating RD's website review carried out in 2023/24.	RD will undertake this in early October.

5	Matters arising from previous minutes: 17 July 2024 (continued)		
	FGB 23/19	DD to draft personalised letters of thanks to subject leaders and share these with members of FGB for comment; the letters to be sent before the end of [Summer] term.	Done.
	FGB 23/20	All Governors to note the importance of raising questions or making comments on written reports before the relevant meeting. The grids can also be used to record observations during visits which may corroborate comments or representations made in the reports.	All to note.
	FGB 23/21	DD to follow up the status of Governor review of the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy.	<p>DD has reviewed these and recommends them for approval. They are largely standardised policies based on Torbay HR and/or Devon HR templates and there is little scope for amending these key employment policies.</p> <p>Decision: FGB approved the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy on 11 September 2024.</p>
	FGB 23/22	Any Governor with observations or suggestions regarding FGB roles, including the roles of portfolio holders, is asked to contact DD, RW or the Clerk before the Housekeeping Meeting.	Action to be marked as complete.
	<p>Following the review of Matters Arising, SL provided Governors with a short briefing on current matters.</p> <ul style="list-style-type: none"> • The Government had announced on 2 September that single headline grades for schools would be scrapped with immediate effect to boost school standards and increase transparency for parents. • Devon CC had strengthened its wording in relation to Attendance and this should be helpful for schools. • Following an announcement in January 2024, performance-related pay in schools had been scrapped with effect from the start of this school year. The revised guidance was helpful, although not entirely clear. 		

5	<p>Matters arising from previous minutes: 17 July 2024 (continued)</p> <ul style="list-style-type: none"> The Little Acorns astroturf needed to be replaced as a result of rain washing soil out from beneath the surface which had led to inconsistencies in the surface levels. The School had acted promptly to call experts in to review the situation. A rubberised replacement was preferred and this was expected to cost up to £14,000; funds were available and final quotes were awaited.
6	<p>Review terms of office</p> <p>The Full Governing Body is at its full complement under the current constitution which provides for eleven members. The Clerk advised Governors that a couple of terms of office will require renewal during the 2024/25 School year: JG (9 Feb 2025) and RW (31 March 2025).</p> <p>JG is the Staff Governor and this post is required to be advertised among all eligible members of staff; if there is more than one applicant for the role, an election is held. The Clerk will look at timelines for the recruitment process and launch it in December or January.</p> <p>As a co-opted Governor, RW was appointed by FGB and she has indicated her willingness to continue in the role; Governors will be asked to approve her re-appointment in the Spring Term.</p>
7	<p>Start of Term Welcome from the Chair</p> <p>DD welcomed all present.</p> <p>“Welcome to another exciting academic year and the challenges that this will inevitably bring. As a Governing Board we can look back on last year being confident that we continued to support and challenge the Leadership team in a positive and constructive manner. Once again, we were fortunate to have parents willing to step into Governor roles as vacancies occurred and contributed positively to the continuing business cycle.</p> <p>“The past year was certainly one of progressive changes. The completion of Hazeldown’s new kitchen project which, after a few quickly resolved staffing issues, served food from summer term onwards and has been a great success. Life decisions saw some staff members deciding to take retirement and others moving on to further their career in other locations. It is a tribute to the Hazeldown culture that in many instances staff were ready and willing to step up to take on some challenging roles and that we were able to attract a high level of candidate for the positions we advertised. Both Little Acorns and Extended Schools staff worked hard and we saw numbers finally return near to pre-pandemic levels. Both the Governor led facilities continue to deserve our full support.</p> <p>“The coming year is unlikely to see the challenging environment in which we operate improve, but as a Governing Board we must be ready to step up and support Stuart and team and the whole school in maintaining the standard of offer we expect for our pupils. We must continue to constructively challenge whilst bearing in mind the balance of workload and wellbeing with a reducing Leadership Team and other significant staffing changes.</p>

7	<p>Start of Term Welcome from the Chair (continued)</p> <p>“As ever, we must keep in mind two very important points. The Safeguarding culture at Hazeldown must be a major part of Governor focus through the year, but also, as time goes by, it is increasingly likely that we will be subject to an Ofsted visit sometime during this academic year.</p> <p>“Let’s make sure we as a Governing board are fully prepared for the year ahead.”</p>
8	<p>Confirmation of meetings schedule for 2024/25</p> <p>The Clerk had distributed the schedule of meetings for 2024/25 by email over the Summer. Governors noted the dates. DD noted that, as last year, the slot previously utilised for a second SIC meeting of each term was now available for one-off meetings including, by way of example, a strategy meeting, a review of staffing structures or a discussion of the opportunities and threats arising from possible academisation.</p> <p>SL suggested that a priority for this term would be a review of the School’s Self-Evaluation Form, which is designed to assist school leaders in assessing both their achievements and areas of improvement and which is analysed by Ofsted inspectors prior to and during an inspection visit. He suggested that this be included on the SIC agenda for 9 October and that it be a main topic for the one-off FGB meeting on 4 December.</p> <p>Action: Clerk to include SEF on SIC agenda for 9 October and one-off FGB agenda for 4 December.</p> <p>Following the introduction in 2023/24 of the practice of different Governors chairing each SIC meeting, RD agreed to chair the October meeting.</p>
9	<p>Curriculum Visits 2024/25</p> <p>SL agreed to prepare some suggestions for areas to be covered by curriculum visits in 2024/25 and to forward these to SA.</p>
10	<p>Portfolio Reports 2024/25</p> <p>Governors reviewed the portfolio reporting plan appended to the agenda. CL will work alongside RW on the Vulnerable Pupils portfolio. DD will take on the Community & Parent Links portfolio during TL’s leave of absence.</p> <p>SL noted that, with the removal of PRP, it may not be necessary for the Pay Committee to meet.</p> <p>KHtt would continue to hold the Personnel portfolio, but there was an opportunity for another Governor to take her place on the Headteacher’s Appraisal Panel.</p> <p>Action: Clerk to email all Governors to establish whether another Governor might wish to join RW and RD on the Headteacher’s Appraisal Panel.</p>

11	<p>Policy Review Schedule 2024/25</p> <p>The proposed Policy Review Schedule for 2024/25 was appended to the agenda. SL had reviewed this and made some updates over the Summer. Governors approved the schedule.</p>
12	<p>Terms of Reference 2024/25</p> <p>Governors reviewed the draft Terms of Reference for each Committee, portfolio and panel currently constituted.</p> <p>Decision: Governors approved Terms of Reference for FGB (subject to a minor change regarding policy review responsibilities).</p> <p>Decision: Governors approved the Terms of Reference for the School Improvement Committee (subject to a note being added regarding rotation of the chairing of individual meetings).</p> <p>Decision: Governors approved the Terms of Reference for the following portfolios: Finance, safeguarding, Personnel, Premises and Health & Safety, Curriculum, Vulnerable Pupils and Community & Parent Links.</p> <p>Decision: Governors approved the Terms of Reference for the following panels and committees: Headteacher's Appraisal Panel (subject to a possible change of membership as referred to above), Performance and Pay Committee, First Committee, Second Committee.</p>
13	<p>Governor Training</p> <p>Governors noted the details of Governance training courses booked so far for the new school year.</p> <p>Action: Clerk to book a place for DD to attend the DAG Conference on 16 November.</p> <p>Action: Clerk to check date of last Governance training for each Governor and to identify suitable update course for anyone who has not attended a course in the last 12 to 18 months.</p> <p>Action: Clerk to identify a suitable course on Governance of SEND/VPs for CL to attend.</p>
14	<p>Impact from this meeting</p> <p>As this is largely an administrative meeting, there is less in the way of direct impact than at some other meetings of FGB. However, the Governing Body had set its agenda for the year and was now ready to tackle its workload and the challenges that would undoubtedly arise. Governor responsibilities had been reviewed and agreed.</p>

15	<p>Next Meeting(s)</p> <ul style="list-style-type: none"> ● SI: Weds 9 October 2024 ● FGB: Weds 23 October 2024 ● FGB one-off (review of the SEF): Weds 4 December 2024 ● FGB: Weds 18 December 2023. <p>The SIC meeting in October will focus on the July data drop and table the draft School Improvement Plan 2024/5. The SEF will also be introduced prior to an in-depth session on it in December.</p> <p>Action: DD to draft Governance section of School Improvement Plan 2024/25; any Governor with suggestions for this to contact DD.</p>
16	<p>AOB</p> <p>None.</p>
	<p>The meeting ended at 7:30pm.</p>

Summary of decisions and proposed actions		
<i>Actions</i>		
FGB 24/01	Clerk to liaise with School Business Manager over making SchoolPro Data Protection module available to all Governors.	Clerk
FGB 24/02	Clerk to include SEF on SIC agenda for 9 October and one-off FGB agenda for 4 December.	Clerk
FGB 24/03	Clerk to email all Governors to establish whether another Governor might wish to join RW and RD on the Headteacher's Appraisal Panel.	Clerk
FGB 24/04	Clerk to book a place for DD to attend the DAG Conference on 16 November.	Clerk
FGB 24/05	Clerk to check date of last Governance training for each Governor and to identify suitable update course for anyone who has not attended a course in the last 12 to 18 months.	Clerk
FGB 24/06	Clerk to identify a suitable course on Governance of SEND/VPs for CL to attend.	Clerk
FGB 24/07	DD to draft Governance section of School Improvement Plan 2024/25; any Governor with suggestions for this to contact DD.	DD/All

Summary of decisions and proposed actions (continued)		
<i>Decisions</i>		
2	DD was appointed as Chair of FGB for 2024/25.	
2	RW was appointed as Vice Chair of FGB for 2024/25.	
5	FGB approved the Redundancy Policy, the Staff Capability Policy and the Teachers' Appraisal Policy on 11 September 2024.	
12	Governors approved the Terms of Reference for FGB (subject to a minor change regarding policy review responsibilities).	
12	Governors approved the Terms of Reference for the School Improvement Committee (subject to a note being added regarding rotation of the chairing of individual meetings).	
12	Governors approved the Terms of Reference for the following portfolios: Finance, safeguarding, Personnel, Premises and Health & Safety, Curriculum, Vulnerable Pupils and Community & Parent Links.	
12	Governors approved the Terms of Reference for the following panels and committees: Headteacher's Appraisal Panel (subject to a possible change of membership as referred to above), Performance and Pay Committee, First Committee, Second Committee.	

These minutes are agreed by those present as being a true record.	
Signed (Chair of Committee)	Date